



**Weekly Timesheet**

The deadline for timesheets to be sent to payroll is Friday 12.00 midday  
 Email timesheets to: [temps@alexanderhancock.co.uk](mailto:temps@alexanderhancock.co.uk) or Fax to: 0161 929 4477

<b>Week commencing date:</b>			<b>Name of Temporary Worker</b>		
<b>Company Name</b>					
<b>Company Address</b>					
<b>Department</b>			<b>Reporting to:</b>		
<b>Day</b>	<b>Start Time</b>	<b>Lunch/Breaks</b>	<b>Finish Time</b>	<b>Overtime</b>	<b>Total Hours (less lunch hour)</b>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
				<b>Total Basic hours</b>	
				<b>Total Overtime Hours</b>	

**Signature of Temporary Worker**

**Signature of Supervisor/Client**

**Date**

**All timesheets need to be named, dated and signed by yourself and the client, otherwise this may affect your pay.**

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[www.alexanderhancock.co.uk](http://www.alexanderhancock.co.uk)